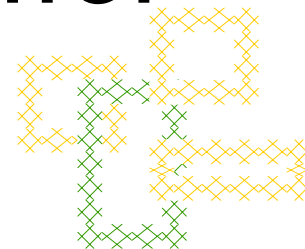


CHRO Newsletter

Civilian Human Resources Office



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“Obon” Festival

6 - 8 August 2006



A Résumé— *Federal Style*

Story by US Employment/Classification Section, MCCS TAMP

In years past, specific forms were mandated when applying for a federal position. In today's world these same forms are available for use, but they are giving way to the résumé. The federal-style résumé may have some superficial resemblance to the conventional private sector résumé, but in many ways they are quite different. Taking a step-by-step approach to preparing your federal-style résumé will help you limit the frustration and anxiety that can occur when you are applying for federal jobs.

When authoring a federal-style résumé, you are writing for two separate audiences.

The first is the Human Resources office. Your résumé needs to fully show your qualifications to meet the eligibility requirements. This means your résumé needs to clearly illustrate your general, “specialized,” or directly related experience and education requirements for the position. The applicant needs to be specific and incorporate similar language and key words found in the vacancy announcement.

The second audience is the selecting official. The selecting official normally is the supervisor where the vacancy exists. The selecting official wants all the details you can provide so he or she can fully understand your experience, knowledge, skills, and abilities. Competition among applicants is often keen, so taking the time and effort to fully portray your talents is critical.

In general, the federal-style résumé averages three to five pages, is in reverse chronological order, and presents job-related and recent (the last 10 years) employment, education, training, skills, and other qualifications. The federal-style résumé should be attractive just like a private sector résumé, but don't fall into the trap of valuing its appear-

ance over substance. Use a simple format while focusing on the rich data needed for two audiences.

In addition to the normal résumé entries, the federal-style résumé must include additional information not typically requested in the private sector. The following lists (next page) the additional information required:

- Job Information (announcement number, title, series and grade of job you're applying for). Place these in your objective statement.
- Personal Information (full name, mailing address with zip code, day and evening phone numbers with area code, social security number, country of citizenship, veteran's preference even if none, reinstatement eligibility even if none, highest Federal civilian grade held). Each additional page needs your name and SSAN.
- Education (High school: name, city, and state, date of diploma or GED, Colleges or universities: name, city and state, majors, type and year of any degrees received)

(Continued on page 2)

Don't miss it!!

- Training Announcements

See the back page

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A Résumé—*Federal Style*



Story by US Employment/Classification Section, MCCS TAMP
(Continued from page 1)

- d Work Experience (Job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates, hours per week, salary, indicate whether your current supervisor may be contacted)
- e Other Qualifications (Job-related training courses, skills, certificates and licenses, honors, awards and special accomplishments)

The two most difficult things about preparing your federal-style résumé are getting the information together and doing the actual writing. Of these two, the most important is compiling the information.

Begin your preparation with the vacancy announcement. The vacancy announcement is the agency's primary means of conveying precisely what information applicants must provide in order to be seriously considered for the opening.

Biggest Mistake...

Human resources staffers say that the biggest mistake is "not reading the announcement and not following the directions." Read the vacancy announcement in depth. After a thorough reading, get answers to your questions immediately. Once you have all the ingredients, the writing will become much easier.

Résumé Inputs...

Use everything you can gather for your résumé inputs. Past résumés are the first place to start. Other areas include past job descriptions, past performance reports, military records if you served, education records, and non-paid volunteer positions. Highlight and use all information relative to the position you are applying for.

Work Experience description...

The heart of your federal-style résumé should be your work experience descriptions. You should describe all relevant employment history and educational background clearly. Always put your most important job-related information first. Use minimum words to provide maximum information. This gives you the opportunity to focus the reviewer's attention where you want it.

Appointment Eligibility...

You must self identify or list your appointment eligibility(s); you may be eli-

gible for more than one category. Select all eligibilities that presently apply to you. It is your responsibility to only select the eligibilities that apply to you. CHRO is not responsible for erroneous eligibilities that you list or those which you fail to list.

Such as: Internal, LWOP, Family Member Sch "A", Transfer, Reinstatement, VEOA or VRA

Required Forms When Submitting Applications

- ◆ Applicant Questionnaire
 - ◆ Military and Family Member Preference Claim Form
 - ◆ Declaration for Federal Employment
 - ◆ Optional Application For Federal Employment-OF 612 or
 - ◆ Resume
 - ◆ Sponsor Orders
 - ◆ DD-214
 - ◆ Letter of Employment.
- If internal you should submit:
- ◆ SF-50, current performance appraisal,

Note: Your Government passport must be verified at CHRO front counter for SOFA status dependents.

CHRO Local Jobs website:
www.mcbbutler.usmc.mil/chro

CHRO Worldwide Jobs site:
www.donhr.navy.mil

Questions...

Timeframes count so be sure to address

these questions: what were the dates or length of time you worked on a project or job? Did you work full-time or part-time? The big question is: how much experience do you really have and how does that experience apply to the federal vacancy announcement, job description, or job title that you want to apply for?

Questions...

Avoid "fluffy" statements such as "my unit won numerous awards and we were widely recognized as being the best in the company." These types of statements fill the page but add no value to your portrait.

KSAs...

You should respond to specific knowledge, skills and abilities (KSAs) questions. The recruitment knowledge, skills, and abilities should be reflected within the experience history and not as a separate document.

Read Twice...

Once you have your federal-style résumé complete, re-read the vacancy announcement one more time. Make sure you picked up on all the key words and attributes being sought. Then re-read your résumé twice. The first pass is from the top down looking for content. Then read it backwards for spelling and grammar errors. Always get a second set of eyes to help your edits.

RETIREMENT PROCEDURE

Story by U.S. Employee & Labor Relations/Benefits Section



If an employee is sure they are ready to retire, they should have their servicing activity prepare an SF-52 and route accordingly. When the SF-52 reaches HRSC, they will send the employee the complete retirement package. According to HRSC, Hawaii, our servicing agency, a good rule of thumb would be for any retirement dates that are less than 2 MONTHS AWAY, the signed SF-52 should be faxed immediately to HRSC by the respective mgmt; then the SF-52 should continue to follow the normal route.

Civilian Benefits Information Center

Click on the following to download the retirement: <http://www.civilianbenefits.hroc.navy.mil/>, then click on "I Want to Retire", then click on "Online Retirement Package". scroll down to click on the retirement system employee is in and click on the forms which apply to employee (SF2801 or SF3107, SF2818 if employee has life insurance, OPM 1515 if employee has military service and did not make military deposit, TSP Withdrawal Options if employee participating in TSP, etc). Once forms are completed, scroll down to "Where to Mail your Completed Retirement Forms?" and mail to:



HRSC East

ATTN: Civilian Benefits Center (CBC)
NNSY, Building 17, Code 00C
Portsmouth, VA 23709-5000



I want to retire

OPM

Online Retirement Package
Forms TSP

If an employee is not ready to retire, but have questions about retirement, they should send those questions to hrrcpa_benefits@navy.mil

Appraisal Period

1 October 2005 - 30 September 2006



For Military and Civilian Supervisors and Managers of U.S. appropriated fund employees

Story by U.S. Employee & Labor Relations/Benefits Section

The annual appraisal period ends on 30 September 2006. When departing Okinawa, reassigned to another position, or upon expiration of a temporary promotion, you **MUST** render a close out for every civilian US employee if you supervised the individual for more than 90 days.

Managers/Supervisors **MUST NOT** discuss performance awards with the employee. Activity budget allocation for civilian Performance awards will be announced in September 2006. Questions regarding performance management issues should be addressed to the U.S. Employee & Labor Relations/Benefits Section at 645-7548.



Story by U.S. Employee & Labor Relations/Benefits Section

There is no written "59-minutes" rule. However, according to **Base Order 12000.1A, Enclosure 2, Par 6c.(10), Tardiness and Brief Absence**, supervisors may excuse "brief periods of absence of less than one hour". This is often interpreted as 59 minutes. Such periods of excused absence are considered part of an employee's basic workday even though the employee does not perform his or her regular duties but receives regular pay.

Generally, there must be legal or regulatory authority for an

absence from duty during the basic workweek to be excused without charge to leave. Excused absence is not appropriate when administrative dismissal or paid leave policies are designed to cover the stated purpose for a particular absence.

"59" minutes approved absences are granted at the discretion of management, however its use should be infrequent. For further details/guidance call U.S. Employee & Labor Relations/Benefits Section at 645-7548.

Tropical Cyclone Policy

Civilian employees whose services are not required for essential activities will be released immediately upon the declaration of **Tropical Condition- 1 Caution (TC-1C)**.

Civilian employees are required to return to duty within **2 hours** after **Tropical Cyclone Condition-Storm Watch (TC-SW)** or **Tropical Cyclone All Clear** is declared. However, if "Storm Watch" or "All Clear" is called when **3 hours and 30 minutes or less** remain on the employee's work shift, the employee is not required to return to duty until the start of the next work shift, unless otherwise directed.

Story by U.S. Employee & Labor Relations/Benefits Section

See more detail on Base Order 12000.1A, Enclosure (2), "Tropical Cyclone Policy".

Updating Task Lists

Story by JN Classification Unit

It is one of the important responsibilities for supervisors to update their subordinates' task lists. When the duties and responsibilities of a position have been changed, the Position Description (PD)/task list of the position needs to be updated. Also, we advise the management to review the PD/task list of each position every five years and rewrite it if necessary.

There is a rule of thumb when preparing a task list: List the position's major duties as concrete yet concise as possible, and the list should not generally exceed one page. All duties

should be grouped by function, and only those encompassing 5% or more should be listed. Include a final statement, "performs other related or incidental duties as assigned." Please do not plagiarize the Job Definitions unless those Job Definitions are deemed best describing the duties and responsibilities of the position!

Please note that update of the PD/task list involves review of the position's duties and responsibilities, i.e., review of the position's job title and grade. It is not just replacing the old task list to the new one. Thus, it requires the same documents as those for reclassi-

fication action. (Please refer to CHRO website for the required forms and procedures.)



For any questions, assistance, or comments, please contact Ms. Ago or Mr. Nakamura at 645-5407.



*** GLOSSARY ***

MLC (Master Labor contract)

IHA (Indirect Hire Agreement)

DFAB (Defense Facilities Administration Bureau)

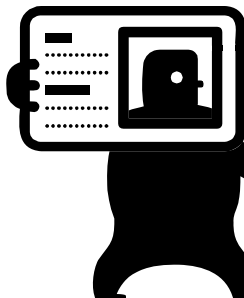
IAA (The Incorporated Administrative Agency)

LMO (Labor Management Organization)

GOJ (Government of Japan)

MLC/IHA BASE PASS

Story by JN Employment Unit



In accordance with the Marine Corps Bases Japan Order 5512.3A, Master Labor Contract (MLC) and Indirect Hire Agreement (IHA) employees are authorized to pass through the gate during their regularly scheduled working hours. CHRO will issue a memorandum, indicating the necessary days and hours of entry

and the installations for which access has been authorized. Supervisors of the MLC/IHA employees are required to submit a written justification for exceptions of times and access other than the regularly scheduled work hours and installation where access is required.

Permanent employees will be issued a three-year pass by submitting the memorandum to the PMO Pass Office. Employees are responsible for renewing their base pass prior to expiration.

MLC/IHA employees are required to safeguard their passes, however, in the

event that their passes are lost or stolen, employees must submit lost statements issued by the PMO and the local police station to the CHRO for requesting another memorandum. The Pass Office will reissue a new pass when the employee submits the memorandum together with the two copies of lost statements.

For questions regarding issuance/renewal of base passes, please contact the JN Employment Unit at 645-3370.

Leave Without Pay

Story by JN Employee/Labor Relations Unit



Upon receipt of a written request by an MLC/IHA employee, supervisors or managers may grant leave without pay (LWOP) for up to a maximum of 30 calendar days within a calendar year. However, the use of LWOP should not interfere with the satisfactory operation of the working place. LWOP will normally be granted in the following cases:

- ◆ Absence beyond the authorized period for mourning leave.
- ◆ Absence for mourning the death of persons other than those for whom mourning leave is specified in the MLC/IHA.

In case an MLC/IHA employee requests LWOP for more than 30 calendar days, supervisors or managers must refer the request in writing to the Contracting Officer's Representative/Authorized Representative (COR/AR) in CHRO for approval. Typical reasons for requesting LWOP would include participation in University programs in the United States/

other foreign countries or acquirement of language training funded by the Okinawa Prefecture Dispatch Program. When a supervisor or manager of the employee recommends approval, the COR/AR will consider it if the request meets the following criteria:

- ◆ Program the employee would take during the LWOP is related to the current duties the employee is performing; and/or
- ◆ Approving such LWOP would be in the best interest of the Marine Corps.

Depending on a case and its criteria, the determination of approval/disapproval will be made by the COR/AR.



For further information, please contact JN Employee/Labor Relations Unit at 645-3921/3364.



MCB Butler Tuition Assistance Program

Workforce Development & Diversity Section

Tuition Assistance Program is open to eligible appropriated fund employees serviced by MCB Camp Butler CHRO. Those who are accepted to participate in this program will have the tuition reimbursed upon successful completion of the approved course.

Tuition Assistance (reimbursement) program is currently open to USMC U. S. Appropriated Fund civilian employees and full-time MLC employees serviced by MCB Camp Butler CHRO. (Specific U. S. Appropriated Fund positions under MCCS and IHA employees are restricted to MCCS Tuition Assis-

tance programs). Eligible employees can participate in only one command Tuition Assistance Program; participation in more than one program is not authorized.

Contingent upon the availability of funds, the command will finance up to two graduate level courses, or three undergraduate level courses, not to exceed \$1,800 TOTAL PAYMENT PER INDIVIDUAL in any one fiscal year. Any amount in excess of \$1,800 will be at the employee's expense.

The command, in most instances, will

not pay matriculation fees, textbooks, or materials related to after-hours training. In those situations where the command finances the purchase of textbooks or other materials, such items become the property of the command.

To qualify for the tuition reimbursement benefits, the following guidelines apply:

1

The training course must clearly be job related. This is identified as educational classes that will develop performance and duties outlined in the employee's position description. This includes duties that assist the command in achieving their overall mission and performance goals.

NOTE: The educational classes are usually courses offered through College institutions on base, such as University of Maryland and Troy State University.

2

Japanese national (MLC) employees desiring to attend English-speaking college courses must be able to demonstrate proficiency in the English language. This means that the employee must have received a certification level of 4 on the locally administered Language Allowance Degree test, and also have taken and achieved a passing score of 550 or above on the Test of English as a Foreign Language (TOEFL) examination. Exceptions will be considered on a case-by-case basis.

3

Students must meet the prerequisites stated in the course description.





MCB Butler Tuition Assistance Program

(Continued from page 6)

PROCEDURE:

DD Form 1556 must be properly completed and approved by appropriate personnel, including the student's supervisor/manager, when requesting tuition assistance. Block 18 of the form, "Training Objectives" is used to document how the course will benefit the organization mission and performance goals. Completed DD Form 1556 AND a detailed course description/syllabus must be submitted to the Workforce Development & Diversity Section, CHRO, at least 5 days prior to enrollment in educational programs, or making any commitment for training.

Students must initially bear the tuition fees associated with the course requested. Employees eligible for educational assistance allowance under the "G. I. Bill" are not entitled to receive both educational assistance under the Bill and command tuition assistance benefits for the same course.

Students in approved educational program must obtain a final course grade of "C" or better in order to be reimbursed for their tuition expenses. Upon satisfactory completion of the course, the employee must submit the following documents to the Workforce

Development and Diversity Section, CHRO.

- ✓ a copy of their final grade
- ✓ A copy of their receipt of payment for the course
- ✓ Electronic fund transfer request form

In case of course cancellation, program participants must IMMEDIATELY NOTIFY the Workforce Development and Diversity Section, CHRO.

BACKGROUND

It is the policy of the Federal Government to develop its employees through the establishment and operation of progressive and efficient training programs, thereby improving public service, increasing efficiency and economy, building and retaining a force of skilled and efficient employees. Marine Corps Bases Japan Order 12410.28 sets the policy of employee development, which includes the command Tuition Assistance Program. This program is

supported by the Appropriated Fund, and is currently open to all Appropriated Fund Civilian Marines and Japanese National (Full-time MLC) employees serviced by MCB Butler Civilian Human Resources Office. To qualify for the tuition reimbursement benefits, the following guidelines apply to Japanese National Employees.

Workforce Development and Diversity/ EEO Section



Training Development: 645-7689 EEO: 645-5422/7689

CHRO

Civilian Human Resources Office

UNIT 35020
MCB Camp S. D. Butler
FPO AP 96373-5020
Fax: 645-7115/7789
Commercial: 011-81-611-745-7115/7789
Email: chro@usmc.mil

WE'RE ON THE WEB!

WWW.MCBBUTLER.USMC.MIL

CONTACT INFO:

U.S. Employment and Classification Section: **645-2475/7547**

U.S. Employee & Labor Relations Section: **645-7548**

Workforce Development & Diversity Section:

Training: **645-7689**

EEO: **645-5422**

JN Labor Section:

JN Employment: **645-3370**

JN Classification: **645-5407**

JN Employee/Labor Relations:
645-3364/3921

IWAKUNI Satellite Office

U.S. Section: **253-6828**

JN Section: **253-5691**



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TRAINING COURSES COMING UP



MCB Butler

AUGUST

- ◆ LAD (Language Allowance Degree) Test — **11 Aug**
- ◆ EFFECTIVE WRITING FOR SUPERVISORS AND ADMIN PERSONNEL—**4, 11 and 18 Aug (3-day course)**
- ◆ LIFE PLAN SEMINAR (J/N PRE-RETIREMENT) — **21-23, 28, 29 Aug (5 Identical session)**
- ◆ SUPERVISORY SKILLS THAT WORK—**24-25 Aug**
- ◆ MLC IHA BRIEF—**31 Aug**

SEPTEMBER

- ◆ BOOST PRODUCTIVITY — **6—7 Sep**
- ◆ MASTER THE SKILLS OF ORGANIZING YOUR WORK SETTING— **8 and 11 Sep (2 Identical session)**
- ◆ POLITENESS IN THE WORKPLACE (Master the Art of Japanese Business Communication-) - **12—13 Sep**
- ◆ DRIVING HIGH PERFORMANCE—**14—15 Sep**



<http://www.iwakuni.usmc.mil/HRO/default.htm>



CHRO UPDATE

Farewell & Best Wishes

- ✓ Marie San Agustin, Chief of U.S. Empl Rel/Benefit Sec will PCS to Guam in August 2006
- ✓ Emi Miyagi transferred to the Navy.

Welcome!

- ✓ Mr. Clyde Okuhama, Placement tech for U.S. Employee Sec, 1 Jul.
- ✓ Ms. Carolyn Matsuda, Employee Development Officer for Training Sec, 16 Jul
- ✓ Ms. Jessica Larson, HR Assistant, 24 Jul